



## TOWN OF MANCHESTER



### POSITION AVAILABLE

#### Economic Development Specialist

**\$73,391.38 - \$88,073.37**

**37.50 hours/week**

**Monday-Friday, 8:00 am – 4:30 pm**

**CLOSING DATE: Tuesday, November 29, 2022**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Under general direction facilitates and administers economic development efforts for the Town of Manchester. Establishes and maintains a working knowledge of available and potentially available commercial sites and opportunities. Engages with current and potential property owners, businesses, and the real estate community. Builds relationships with the business and development community to attract economic development to Manchester. The position will emphasize economic development work within Downtown Manchester, with approximately 50% of work dedicated to Downtown revitalization.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of and experience in management and administration. Knowledge of urban planning and/or commercial real estate. Proficiency in using various social media for marketing and communications tools. Ability to express oneself effectively in both oral and written form. Ability and desire to work with people of various cultural backgrounds. Strong problem-solving abilities, interpersonal skills, and diplomacy. Ability to manage a variety of tasks simultaneously and work on projects with committees or teams. Ability to develop a work program and carry out assignments independently in a timely manner. Ability to communicate effectively with businesses owners and the public. Ability to establish and maintain effective working relationship with Town officials, staff, and other agencies. Ability to utilize computers for data base management, budgeting, and word processing. Ability to use computer software programs such as those in the Microsoft Office package, with knowledge of Excel and Word to create reports and documents.

**MINIMUM TRAINING AND EXPERIENCE** Bachelor's degree in Business Administration, Urban Planning, Marketing, Communications, Public Administration or Community or Economic Development or related field and three years' experience in management, community or economic development, entrepreneurship, real estate and/or business development, urban planning, or related experience. Bilingual preferred but not required.

**EXAMINATION MAY CONSIST OF:**

| <u>Parts</u> | <u>Weight</u> | <u>Passing Score</u> |
|--------------|---------------|----------------------|
| Oral Panel   | 100%          | 70%                  |

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Tuesday, November 29, 2022 or must be postmarked by Tuesday, November 29, 2022. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*